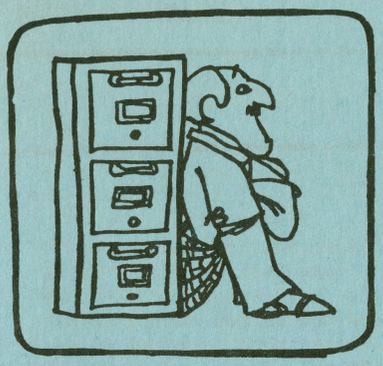

the mid-atlantic archivist

VOLUME 10, NUMBER 4 OCTOBER 1981

★ ☆ You'll Love New York ☆ ★

THE PROGRAM IN NEW YORK

by Susan Davis

Plans for the MARAC Fall 1981 meeting in New York are now complete. The program has been designed to attract a wide audience, with sessions aimed at those with all levels of archival expertise. MARAC's first meeting in New York City should appeal to new as well as old faces, creating a stimulating atmosphere for the exchange of ideas. The program consists of 21 formal sessions in addition to time for state caucuses, the business meeting, and a gala reception. There should also be plenty of opportunities for informal discussion and sightseeing.

The Plenary Session on Friday morning focuses on a timely issue for MARAC archivists: the Reagan Administration's Impact on Archival Programs. This important topic will be addressed by Margaret Child, Assistant Director of the Division of Research Programs, National Endowment for the Humanities, and Eileen Cooke, Director of the Washington Office of the American Library Association.

The remainder of the sessions have been organized into four tracks to assure a variety of topics as well as a range of perspectives. Two of the tracks focus on administrative and technical issues. Administratively oriented sessions include "The Users Talk Back," "NARS and the Rest of the Archival World," and "The Role of the Archivist in Documenting Human Experience in the Latter 20th Century." Technically geared sessions include "Archives of Media and Entertainment," "Access to Archival Materials for Disabled Persons," and "Municipal Records Programs." Other sessions are aimed at those with less experience in such areas as "Planning and Implementing a Records Survey," "Basic Micro-Technology," and "Basic Exhibition Techniques."

A few sessions will follow a debate format in order to raise some of the more controversial topics within the profession. These debates will cover subjects ranging from "The Intrinsic Value of Records" to "Archival Education: The Role of Practice in Graduate Study" to "Automation and Archives."

The Program Committee has worked hard to design a meeting with a balance between the technical and philosophical aspects of the profession. The combination of this varied program with the sights and sounds of New York City offers MARAC archivists an exciting opportunity that no one will want to miss!

LOCAL ARRANGEMENTS

by Robert Sink

MARAC will hold its Fall 1981 meeting in New York City on October 23 and 24. Plan to share a good time with colleagues, absorb professional information, and enjoy the New York sights.

With the many attractions of the Big Apple, the problem will be deciding how to use your free time. Will it be the theater, music, museums, sightseeing, dining in one of the ethnic food enclaves, or all of these? Despite these diversions, the New York local arrangements committee has provided a few special archival and historical activities to entice you and to make your visit more fun. Also, don't forget to bring your camera and walking shoes because October is the best time for photographing the city.

The Hotel and Vicinity

During a recent tour of the newly-opened Vista International Hotel, we felt that something was wrong. Surely, this was not the right hotel. The Vista is just too plush for what archivists are accustomed to.

Nevertheless, the modern, well-designed Vista--with rooms having panoramic views of the New York harbor and the World Trade Center--really is the headquarters for the Fall meeting. Because it is new, the hotel offered MARAC unusually favorable rates, a true bargain for a luxury hotel in New York. The cost will be $47 for a single and $57 for a double. Take advantage of the lowest-priced luxury hotel rooms that New York City can offer and plan to spend the entire weekend at the Vista. (Rates are good from Thursday through Sunday.

The Vista is located adjacent to the World Trade Center (WTC) whose twin towers dominate the New York skyline. Certainly, you will not want to miss the WTC's enclosed Observation Deck on the 107th floor (a quarter mile high) which offers unparalleled views of up to fifty miles in all directions. The WTC also has a shopping concourse with over sixty shops ranging from a department store to small specialty shops. There are also twenty-two dining areas in the WTC, including three restaurants located within the Vista International Hotel itself. In addition, nearby are all of the stores, sights, and restaurants of downtown Manhattan.

SEE PAGE 5 FOR FURTHER DETAILS ON THE NYC MEETING * * * SEE PAGE 5 FOR FURTHER DETAILS ON THE NYC MEETING

The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are $5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for $5.00. Requests for back copies of maa ($1.25 each copy) and membership applications should be addressed to: Diane Rosenwasser, MARAC Secretary, Lee Coombe Library, Memorial Sloan-Kettering, NY, NY 10021.

Items submitted for maa publication should be single-spaced, no paragraph indentation, in columns 4 and 1/2 inches wide, and double-spaced between paragraphs. Material should be typed preferably on an electric typewriter using a letter gothic font. Where this is impractical, improvise using pica font and a new ribbon. Send material to: Dr. Donald F. Harrison, Editor, the mid-atlantic archivist, National Archives (NNP) Washington, DC 20408. Phone: 202-724-1080

Editorial Staff

Editor	Don Harrison
Associate Editor	Bruce Ambacher
Circulation Editor	Laurie Woods
Staff Editors	Mary Boccaccio
	Mary Wolfskill
Contributing Editors	Vicki Walch
	Mary Elizabeth Ruwell

CHANGE OF ADDRESS?

If you have changed your mailing address or have changed jobs, please keep the MARAC files up to date. We can't be responsible for your mail not reaching you unless you notify us of your new address. Please send corrections to:

Diane Rosenwasser
Lee Coombe Library
MSKCC
1275 York Avenue
New York, NY 10021

TREASURER'S REPORT 13 August 1981

Cash on hand, Fidelity Bank, Philadelphia, 5/7/81			
Checking		$1662.82	
Savings			$6609.16
Income			
Memberships 25 at $5		125.00	
Book sales 10 at $3		30.00	
Interest on Savings			116.99
		$1651.82	$6726.15
Expenditures			
Newsletter			
printing	$286.83		
postage,etc	43.75		
editorial	28.64		
xport	42.42		
	$401.64	(401.64)	
Membership List			
printing	$109.25		
mailing	13.42		
	$122.67	(122.67)	
Education Committee	13.11	(13.11)	
Steering Committee	9.90	(9.90)	
PBG Program travel	300.00	(300.00)	
NYC Program advance	200.00	(200.00)	
Bank svc.	4.24	(4.24)	
Balance on hand 8/13/81		$600.26	
			$6726.15

Respectfully submitted,

Peter J. Parker

Peter J. Parker
Treasurer

● EDITORIAL NOTE ●

Since maa editor Don Harrison and associate editor Bruce Ambacher are still on detail to the FBI records appraisal project (and are now working six-day weeks), this issue of the newsletter was prepared by Vicki Walch. Thanks are also due to Mary Wolfskill, Dave Herschler, and Mary Boccaccio for their help. Don and Bruce should return for the January issue.

Next ***maa*** deadline
December 4

•• MARAC BUSINESS ••

● TASK FORCE VOLUNTEERS SOUGHT

WANTED -- Volunteers to serve on a newly created MARAC task force. Group will prepare list of basic functions any institution with archives or manuscripts should perform. Aim is to distribute approved guidelines and a brief bibliography to all such institutions in MARAC's geographical area. If interested, contact:

Cynthia G. Swank
J. Walter Thompson Co.
466 Lexington Avenue
New York, NY 10017
Phone: (212) 210-7000

● RESULTS OF CONSTITUTIONAL REVISION MAIL BALLOT

All three proposed revisions to the MARAC constitution were approved in the recent mail ballot. They include:

Article 4(B), allowing continuity of officers by having the Chairperson elected in different years from the Secretary and Treasurer. (107 votes for; 1 against)

Article 4(A), changing the Steering Committee composition from "and six (6) additional persons chosen at large by the membership" to "and five (5) additional persons . . ." (102 votes for; 2 against)

Article 4(D), changing nomination of the Steering Committee from "a minimum of ten (10) nominees for the remaining six (6) members at large" to "a minimum of ten (10) nominees for the remaining five (5) members at large." (102 votes for; 2 against)

● DATE CHANGE FOR PHILADELPHIA MEETING

SAA's final decision to schedule its 1982 annual meeting in Boston during the week of October 18 has forced MARAC to reschedule its Fall meeting for next year. Instead of October 22-23, MARAC will now meet in Philadelphia on October 29-30, 1982 (the only dates the hotel had left). Future issues of the maa will contain further details about the Philadelphia meeting.

● AFFIRMATIVE ACTION RESOLUTION PASSED

The MARAC Steering Committee passed the following resolution at its meeting in Baltimore on August 14, 1981:

The Mid-Atlantic Regional Archives Conference (MARAC) hereby adopts a policy of affirmative action for women and minorities in MARAC activities. These include serving on committees, participating in biannual programs, running for office and other MARAC affairs. MARAC will provide fair and equal opportunities for women and minorities and will actively solicit the participation of these groups in organizational activities.

Each MARAC Chair is directed to send copies of this resolution to officers and committee chairs.

● NY CAUCUS TO SPONSOR TECHNICAL LEAFLET SERIES

At their August 1981 meeting, the MARAC Steering Committee approved a proposal submitted by Edward Oetting on behalf of the New York Caucus to create a technical leaflet series devoted to practical aspects of the archival profession. The series content will be based on leaflets in three separate areas: (1) appraisal of records; (2) archival administration; and (3) intellectual control of archival materials. The technical leaflets will be sponsored and edited by the New York Caucus and will be published as inserts in the maa. An editorial board consisting of New York Steering Committee members, an editor, and a New York Caucus member will soon begin work on the first issue. The tentative publication date for that issue is Winter or Spring, 1982. For further information, contact Edward Oetting, New York State Representative, State University of New York, Albany, NY 12222 (phone: 518-457-8562).

● MINUTES -- STEERING COMMITTEE, AUGUST 14, 1981

Members present at the Eisenhower Library, Johns Hopkins University, 9:45 a.m.: Bruce Ambacher, Fred Armstrong, Arthur Breton, Richard Cox, Susan Davis, Donald Harrison, Barbara Hearn, Linda Henry, Lisa Hottin, Joanne Mattern, Julia Morgan, Ed Oetting, Peter Parker, Diane Rosenwasser, Tim Walch.

Secretary's Report. The minutes of May 7, 1981 were approved. Current membership totals 595. A new and less expensive procedure to mail maa from New York will be worked out by Don Harrison and Diane Rosenwasser.

Treasurer's Report. Approved (copy appended) after comments by Peter about the increased reserve fund and lower operating fund. A new budget will be prepared for 1982. Questions that the 1982 budget will have to address are 1) how much of a "cushion" reserve do we need if the reserve should be equal to the budget of one operating year, 2) how much of the excessive reserve should be spent and in what way?

Publications Committee. Richard Cox, committee chair, reported on the progress of a MARAC joint venture with the Society of Georgia Archivists (SGA) to publish Georgia Archive (GA). The committee generally felt that MARAC should sponsor this publication as opposed to producing occasional publications. SGA has proposed the following: the journal will be renamed; MARAC and SGA will share editorial board (new members (MARAC) of editorial board will be appointed as present appointments terminate); costs (in 1981 costs are estimated at $7 for 2-issue subscription and are expected to rise) will be shared. Discussion followed as to the merit of GA and if the MARAC membership would be willing to sponsor this effort. It was decided that a delegation of MARAC Steering

Committee members attending the SAA meeting in Berkeley would meet with SGA to work out the details of the project. This group, headed by Tim Walch, would prepare a proposal to be presented to the full membership at the MARAC fall meeting in New York. The publication committee has no other plans at this time.

Ocean City Meeting, May 21-22, 1982. Local arrangements co-chair Joanne Mattern reported on the committee's progress. Rooms at the Fountainbleau Hotel range from $38 single, $44 double to $70 studio, $95 cabanna. Rates will apply all weekend. The hotel is about 100 blocks from downtown Ocean City. Salisbury is the nearest airport but there is bus service to Ocean City. Car pools will be discussed at the caucus meetings in New York. The registration fee cannot be determined at this time. A luncheon and continental breakfast are planned. Barbara Hearn, program committee chair, presented the general topics assigned to the sessions. The plenary session topic will be MARAC in the next 10 years. Suggestions for sessions and speakers should be submitted to Barbara shortly so that sessions can be planned. Barbara raised the question about meal provisions for non-MARAC speakers. After much discussion about this issue as well as paying speakers' expenses, the following was unanimously RESOLVED: MARAC does not pay speakers' expenses or honorariums; exceptions can be made with prior approval by the Steering Committee; MARAC can provide a free meal on the day of a speaker's presentation at the discretion of the Program Committee.

Tenth Birthday of MARAC. The Ocean City meeting will mark MARAC's 10th birthday. Discussion followed as to the best way to celebrate this occasion. A party will be planned by local arrangements for Friday night at 9:00. Peter Parker proposed that Arthur Breton oversee creation of a list of MARAC members who were substantially instrumental in founding and directing the development of MARAC in the past ten years. Bruce Ambacher moved that the Steering Committee accept this resolution. Peter seconded it and it carried unanimously.

New York Caucus. Ed Oetting introduced a pilot project that the NY Caucus would like to undertake involving the publication of technical leaflets. (See attached proposal.) After discussion concerning the need for such leaflets, MARAC's financial support of this project, and distribution problems that may be encountered, Tim Walch recommended that the technical leaflet be published as a centerfold in the maa. The New York Caucus would be responsible for producing camera-ready copy to be put into the next regular issue of the newsletter. Bruce Ambacher moved that the Steering Committee give its blessing to the New York Caucus pilot project. The motion was seconded and passed.

Custer Committee. Fred Miller (via letter, copy appended), chair of Custer Committee, presented the new guidelines for the award for Steering Committee approval. Discussion of guidelines and the change of the award from $100 to $250 followed. The original purpose of the award, to encourage MARAC members to publish, has evolved into honoring quality work that has been published. Published is defined as articles in a journal or book, a monograph, etc. Peter moved that Fred Miller's report as amended (retaining the $100 award and certificate and adding the word published in #1, line 1) be approved. The motion was seconded and unanimously approved.

New Business. The Affirmative Action Resolution (copy appended) written by Linda Henry was read to the Steering Committee. A copy will be sent to all committee chairs to be read by all committees. A motion was made to accept the resolution. It was seconded and passed unanimously. The date for the MARAC meeting scheduled for Oct. 22 & 23, 1982 in Philadelphia has been changed to Oct. 29 & 30, 1982, since the SAA Annual Meeting conflicted with the original date. Arthur Breton will write a letter to Ann Morgan Campbell to ask that the regional organizations be notified as soon as SAA dates are set so that we can avoid these scheduling conflicts. The Steering Committee will meet at 6:00 p.m. on Thursday, October 22 in New York. If necessary, the meeting will continue during session group #5 on Friday. For those unable to eat dinner before their arrival in New York, contact Bob Sink, local arrangements, so that sandwiches can be ordered for you in advance. The Steering Committee meeting on Thursday will take place in Bob's room in the hotel. The local arrangements committee for the New Brunswick meeting in the spring of 1983 will look into accommodations other than dorms. Cynthia Swank (via letter, copy appended) proposed that a task force be appointed to set up guidelines concerning: 1) functions that archives or repositories must perform, 2) processing costs, 3) a professional standards committee to look into complaints about archives and repositories. After a heated discussion about the ramifications of such a MARAC undertaking, the legal questions, and processing cost studies that have already been published, it was decided unanimously that Cynthia would chair a task force "to establish guidelines listing the essential functions every archives and manuscript repository should perform and to provide a brief bibliography by the spring, 1982 meeting."

Cynthia has the responsibility of appointing the committee and reporting its progress to the Steering Committee in January, 1982. Fred Armstrong passed around a copy of the mock-up for the membership solicitation form. It will be printed and ready for distribution by mid-September. Included will be a check-off box to indicate one's state caucus. Two thousand leaflets will be printed. The DC Caucus has received much needed assistance with their mailing costs from a repository in the area (to the delight of Linda Henry). Ed Oetting suggested that the next non-conference Steering Committee meeting be held in New York.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Diane Rosenwasser
Secretary

MARAC IN NEW YORK

COME TASTE THE BIG APPLE October 23-24, 1981

● RECEPTION ●

The New York Archival Society will sponsor a reception for everyone attending MARAC's Fall Conference in New York. The reception will begin at 5:30 PM on Friday October 23rd. Refreshments and entertainment will be provided.

The event will be held in the central hall of the Surrogate's Court. This seven-story granite building was designed by John R. Thomas and built in 1911. The triple-arched central entrance is flanked by sculptures by Martiny and Bush-Brown; other sculptures are found all over the richly ornamented facade.

The central hall rises two stories to a bronze arched ceiling; it is modeled on the grand foyer of La Scala Opera House in Milan, Italy and has been described as one of the most exquisite interior spaces in New York. The walls, pillars, and staircases are of Sienna Marble. The patterned floor and decorations are a variety of polished and unpolished marbles.

Originally the Hall of Records, the building became the Surrogate's Court in 1963. The structure was made a New York City landmark in 1966 and was designated a National Historic Landmark in 1978.

While attending the reception, MARAC members will have the opportunity to view the current exhibit in the Central Hall, "The Best Laid Plans"--New York City buildings from 1870 to 1910.

● LOCAL ARCHIVES GROUPS TO MEET WITH MARAC ●

The Long Island Archives Conference and the Archivists' Round Table of Metropolitan New York welcome their colleagues from the mid-atlantic area who will be coming to New York City for MARAC's Fall meeting. Both local archival organizations have decided to forego their normal October meetings in order to attend the conference.

In addition, the Medical Archivists of New York City will hold a lunch-time business meeting on Friday October 23rd during the conference.

● FALL CONFERENCE SERVICES FOR THE HANDICAPPED ●

The MARAC Steering Committee has voted to provide an interpretation service for hearing-impaired members attending the Fall meeting in New York City. Anyone interested in such a service should contact Robert Sink at Brooklyn Rediscovery, 57 Willoughby Street, Brooklyn, N.Y. 11201 by October 9th.

In addition, the Vista International Hotel has rooms especially outfitted for wheelchair access. These should be specifically requested when reserving a room.

● REPOSITORY TOURS ●

As a special attraction for those who can arrive in New York City on Thursday afternoon (October 22nd), there will be an opportunity to tour a selection of New York's archives and manuscript repositories. This will offer a chance to examine significant collections, to talk with staff, or to view a current exhibit. Among the repositories that will be open are the New York Historical Society, Schomburg Center for Research in Black Culture, New York City Municipal Archives, NYU's Wagner Labor Archives, Chase Manhattan Bank, and others. In order to facilitate travel around New York, the repositories will be grouped into three loops covering downtown, east side, and west side archives.

For those who can travel north of New York City, the Rockefeller Archives Center at Pocantico Hills will conduct a special tour of its facilities.

Check your conference mailing for details on all of these tours.

● WALKING TOURS ●

Why rush home after the conference ends on Saturday? For those who can linger, the local arrangements committee will sponsor three New York City walking tours for your enjoyment. All tours begin at 3:30 PM from the lobby of the hotel. Choose one of the following:

★ A LITERARY HEIGHTS--enjoy a stroll through Brooklyn's famous Heights section just across the river from Manhattan. The tour concentrates on the many famous literary figures who have lived and worked on the Heights.

★ SOUTH STREET SEAPORT MUSEUM--combine a brief history of printing with a tour of presses in a nineteenth-century letterpress print shop. Commercial printing techniques of the period will be demonstrated using handset type and a treadle-powered 1878 Columbia Press.

★ CAST IRON NEW YORK--cast iron architecture is one of America's great contributions to the urban streetscape. Walk through the classically inspired streets of Tribeca to the "nineteenth-century modern" facades of Soho; see New York as a city constantly in change.

There is a slight extra fee for these tours. The first two cost $1.00 and Cast Iron New York costs $2.00. Reservations are necessary. All details will be in your registration packet.

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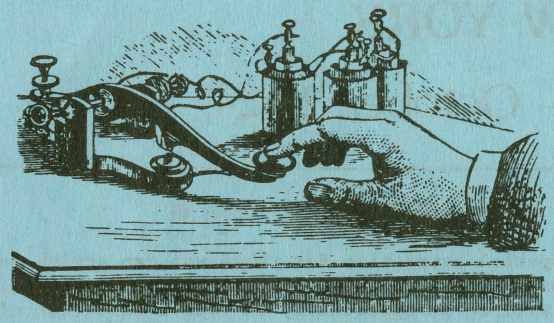


The Latest News

SENATE COMMITTEE APPROVES NARS/NHPRC APPROPRIATION

The Senate Appropriations Committee met on September 15 to consider the FY 1982 appropriation for the National Archives and the NHPRC. Accepting the recommendation of its subcommittee on Postal Service, Treasury and General Government, the full Appropriations Committee recommended a NARS budget of $91 million with "up to" $3 million of that total for NHPRC grants. The House of Representatives had previously voted in favor of a NARS appropriation of $89.9 million with $1 million set aside for NHPRC.

The NARS budget figure in the Senate bill represents an increase of $1.1 million over the budget recommended by the President. The full Senate is expected to act shortly on this appropriation bill and, should it pass at the recommended level, the bill would be referred to a House-Senate conference committee for reconciliation with the House version.

OUTREACH AT THE NJ HISTORICAL SOCIETY

The New Jersey Historical Society has begun a Program to Advance Scholarship and Teaching (PAST) which makes the Society's manuscript collections available to college undergraduates and incorporates these primary sources into their courses of instruction. The program encourages students to explore historical records and provides them an opportunity for original research and writing. PAST was introduced on Feb. 12, 1981 to representatives of New Jersey colleges. Since then classes at Upsala, William Paterson, and other Colleges have used the program. For further information contact Carl A. Lane, NJ Historical Society, 230 Broadway, Newark, NJ 07104.

CIVIL WAR FAIR

Announcing the 1st Great American Civil War Book, Paper and Image Fair. Dozens of dealers from 15 States offering new, used and rare books, letters, diaries, imprints periodicals, maps, art, prints, mss., currency, bonds, stamps and photographs. Saturday, October 31, 9:30-3:30 at the Elks Lodge, 8421 Arlington Blvd. (US 50), Fairfax, VA. Free parking, admission $3.00. For further information call C. Batson, 804-272-5558.

ARCHITECTURAL RECORDS

The following is reprinted from Blueprints (July 1981), the publication of the National Building Museum.

* *

During the past decade many efforts have been made to secure for the future the building records of the past. Of these, none has been more successful than that begun in 1973 in New York by a group of architectural historians, librarians, preservationists, architects, museum curators, and archivists concerned with architectural records. Its work led to similar efforts in many other states and cities.

Now established in the Library of Congress, the Cooperative Preservation of Architectural Records--known as COPAR--intends to emulate, in an institutional setting, the active leadership given it in New York by its former Executive Director, Catha Rambusch. The (National Building Museum) will aid in this effort by working closely with COPAR to find a home for records needing asylum and to make certain that their location is to be recorded in a central inventory.

As legislation creating the National Building Museum assigns it a potential role as a national reference center for current and historic documents, the museum is currently formulating a policy in respect to the custody and service of original architectural records. This policy is being shaped by several premises. One, that the activity it undertakes in this field will avoid duplicating any similar program. Two, that, in general, architectural records should remain with all of the other historical records produced by a community. To remove architectural drawings, for example, from the accompanying sociological or economic documents creating the historical framework of a region, encourages their being considered solely as isolated aesthetic documents. Finally, the National Building Museum will be primarily concerned with helping to preserve intact extensive archives of building records, not with collections of drawings that have come into being by the incidence of a single bequest or built up through the exercise of a selective and personal taste.

Guided by this policy, the museum's response to its legislative mandate will be the creation of a national center that prevents the loss or dispersal of major collections of documents of a clearly national significance. Although it will encourage and assist regional archives to retain such collections, it will also attempt to provide an alternative to the unfortunate, and not infrequent, division and decimation of architectural archives. Previously, institutions collecting material in a number of different areas have necessarily been restricted in their ability to accept and maintain in their entirety large groups of architectural records. The museum's subject orientation and resources hopefully will allow it to fill this gap. In brief, the museum's policy will be to preserve records in their most pertinent context.

BRISC HAS MOVED

The Baltimore Region Institutional Studies Center (BRISC) has moved with the Alumni and Development Offices to 1304 St. Paul Street, Baltimore, MD 21201. The proximity of the new location to the main campus at Charles and Mt. Royal is expected to encourage increased use of the collections by both students and faculty at the University of Baltimore. The new phone number is (301) 659-3148.

NEW JERSEY MANUSCRIPTS GUIDE IN PROGRESS

The New Jersey Historical Commission has resumed work on its Guide to Manuscript Collections in New Jersey History. The Commission would like the published guide to be as nearly complete as possible. In the past survey questionnaires were mailed to repositories throughout the state. If your institution has been overlooked, please request a survey form from Daniel Schaffer, Research Associate, New Jersey Historical Commission, 113 West State Street, CN 520, Trenton, NJ 08625.

FERTILE GROUND FOR FIELD WORK?

According to an article in the July 1981 SAA Newsletter, of the 18 men who left the U.S. Senate in January, all but three have already designated an archival repository for their papers. Unfortunately, two of the three who still hold their papers "in personal custody" are from the MARAC region--Jacob Javits of New York and Richard Schweiker of Pennsylvania.

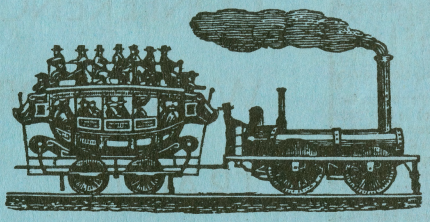
MARYLAND PAMPHLETS PROJECT

The University of Maryland, Division of Special Collections, has hired Martha Feldman, M.L.S. University of Maryland 1969 and former intern in the Conservation Workshop of the Folger Shakespeare Library, to examine its collection of Maryland pamphlets. The goal of the six-month project is to prepare a report on the condition of the collection and to conserve as many of the pamphlets as possible. Treatments will include washing, deacidifying, mending, and rebinding.

SAA CONSERVATION CONSULTANT SERVICE

The SAA conservation consultant service, part of the NEH-funded Basic Archival Conservation Program, is now available on a cost-sharing basis. Conservation consultants will assist archival institutions in evaluating conservation needs and establishing conservation programs through one-day site visits and written follow-up reports. Qualifying institutions will have at least one full-time staff ember working in an archival capacity and the written support of the chief administrative officer of the institution. Due to the limited number of consultant visits available, preference will be given to institutions holding unique archival collections and demonstrating a commitment to implementing or upgrading conservation practices. For more detailed information, see the July 1981 SAA Newsletter or contact Mary Lynn Ritzenthaler at SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

People on the Move



Well, we've been telling you about the budget woes at the National Historical Publications and Records Commission . . . now we have a number of personnel moves to report as most of the Records Program Staff leave the Commission for other jobs. LARRY HACKMAN has accepted the position of State Archivist for New York and will start in Albany ca. October 15. NANCY SAHLI is leaving to work on an NEH-funded bibliography concerning the history of female sexuality in America. TIMOTHY WALCH is joining the Nixon Presidential Materials Project at NARS. SUSIE GOFF has moved to Central Office GSA in the Office of Data Systems. RICHARD NOBLE has been detailed to the Office of Program Support in NARS. And WILLIAM FRALEY is resigning to undertake currently undetermined pursuits in the private sector.

Another NARS-related move is the appointment of DONALD SCHEWE as director of the Jimmy Carter Presidential Materials Project in Atlanta, Georgia. Don was formerly the assistant director of the Roosevelt Library in Hyde Park, New York.

RUTH SIMMONS has joined Rutgers University Libraries as Senior Archivist.

WILLIAM JOYCE has been named Assistant Director for Rare Books and Manuscripts at the New York Public Library. Bill comes to New York from the American Antiquarian Society; he was recently elected to the Society of American Archivists' council.

maa is pleased to report the arrival of Emily Davis Gerstein, daughter of SUSAN DAVIS and Miles Gerstein, on June 29, 1981 in New York City (5 lb., 12 oz.).

WILLIAM WALLACH is finishing his two-year position at the National Endowment for the Humanities in mid-September and returning to the University of Minnesota.

TYRONE BUTLER is resigning as Assistant Archivist at the Salvation Army Archives to accept a new position as College Archivist and Records Manager at Medger Evers College in Brooklyn, part of the City University of New York.

JOSEPH ANDERSON, currently at Yale University, will become the library director at the Balch Institute in Philadelphia.

CONFERENCES WORKSHOPS TRAINING

NATIONAL HISTORICAL COMMUNAL SOCIETIES ASSOCIATION

The National Historic Communal Societies Association will sponsor its eighth annual conference at the Ephrata Cloister in Ephrata, PA, October 15-17, 1981. For further information, contact Donald E. Pitzer, Center for Communal Studies, Indiana State University-Evansville, Evansville, IN 47712.

ASSOCIATION FOR THE STUDY OF AFRO-AMERICAN LIFE & HISTORY

The Association for the Study of Afro-American Life and History, Inc., will conduct its annual convention on October 29-November 1 in Philadelphia. Program and registration details are available from J. Rupert Picott, Executive Director, The Association for the Study of Afro-American Life and History, Inc., 1401 Fourteenth St. NW, Washington, DC 20005.

GOING TO THE SOURCE

Going to the Source: An Introduction to Research in Archives, the National Archives' four-day course in the use of primary sources, will be given November 17-20, 1981, in the National Archives Building, Washinton, D.C.

The lecture-workshop is designed to fit the needs of the general researcher, social scientist, historian, museum or exhibits curator, secondary school or university instructor, or research librarian. Sessions will deal with locating and gaining access to primary sources, with the printed aids available to reseachers that describe records, and with the process of research in archives and manuscript depositories. Workshops will provide experience with documents, microfilm and finding aids. The schedule is arranged to provide at least one afternoon for independent research.

Enrollment is limited to 25 persons. The cost, including all materials is $75. To register, write Elsie Freivogel, Education Division, National Archives and Records Service, Washington, D.C. 20408. For general information, call Elsie Freivogel at (202) 523-3298.

ORAL HISTORY IN THE MID-ATLANTIC REGION TO MEET

The fall meeting of Oral History in the Mid-Atlantic Region will be held on Saturday, November 7, 1981, at Essex Community College, Baltimore, Maryland, and will focus on audio-visual presentations which use oral history. For further information, contact Pamela Henson, Smithsonian Archives, Washington, DC 20560.

DC ARCHIVISTS SET CALENDAR FOR COMING YEAR

The DC Archivists have set their local meeting calendar for September 1981 through June 1982, scheduling a variety of interesting programs in and about local repositories. The sessions include tours and talks at the National Press Club, the Columbia Historical Society, and the Society of the Cincinnati; a discussion of legal issues and the National Archives; an examination of appropriate education and experience criteria for the position of archivist and/or manuscript curator; a revisiting of D.C. official records; and an analysis of "CARMA," Computer Applications for Records MAnagement. Archivists in the DC area who do not now receive the DC Archivists mailings should contact Gail McMillan, Communications Coordinator, DC Archivists, Smithsonian Archives, A & I 2135, Smithsonian Institution, Washington, DC 20560.

SAA BUSINESS ARCHIVES WORKSHOP

The Society of American Archivists will hold a Business Archives Workshop in Atlanta, Georgia, on November 16-20. For further information, contact Deborah Risteen, SAA, 330 South Wells, Suite 810, Chicago, IL 60606.

ASSOCIATION FOR DOCUMENTARY EDITING ANNUAL MEETING

The Association for Documentary Editing will hold its third annual meeting October 8-10, 1981, in Madison, Wisconsin. For further information, contact Raymond W. Smock, History Department, University of Maryland, College Park, MD 20742.

AMERICAN ASSOCIATION FOR THE ADVANCEMENT OF THE HUMANITIES

The AAAH will conduct its annual meeting from October 30 to November 1 in Washington, DC. The theme of this year's meeting is "The Responsibilities of the Humanities." Session topics include "The Case for Public Culture," "Comparative Modes of Inquiry: The Sciences and the Humanities," "The State of Scholarship in the Humanities," "Learned Societies, Professional Associations, and Non-academic Professions," and "Support for the Humanities," among several others. For information and registration materials, write AAAH-Annual Meeting, 918 Sixteenth St, NW, Suite 601, Washington, DC 20006.

SEMINARS FOR MUSEUM COMMUNITY

George Washington University, Division of Continuing Education, Center for Professional Development is offering a program of Seminars for the Museum Community from September through May. The meetings will be held in Hampton, Virginia. For further information, contact George Washington University, Tidewater Center, Suite 102, 2019 Cunningham Drive, Riverdale Plaza, Hampton, Virginia 23366.

LANCASTER, PENNSYLVANIA, GENEALOGY SEMINAR

For the fourth consecutive year the Lancaster Mennonite Historical Society's Genealogy and History Committee will offer its popular, eight-week Genealogy Seminar. It will run on consecutive Tuesday evenings from October 6 to November 24, 7:00 to 9:00 p.m., at Society headquarters, 2215 Millstream Road, Lancaster, Pennsylvania.

Planned to interest beginners as well as more experienced family history researchers, the seminar presents a solid basis for genealogical studies. A typical evening will consist of numerous speakers' sharing their knowledge and experience on related topics.

Participants will follow the presentation from outlines included in a notebook to be distributed at the first session. The notebook will contain reference materials frequently needed in genealogical research.

Subjects covered include collection of data at home, oral history, note-taking, organization of material, use of libraries and archives, courthouse records, federal and church records, pitfalls to avoid, and use of maps, atlases, cemeteries, and photographs.

Mennonite beginnings in Europe and later migration patterns will also be included. Features on preservation and publication of information resulting from research will conclude the seminar.

Cost for the seminar is $24.00 for Historical Society members and $30.00 for non-members. Because the number of participants is limited, early reservations are recommended. Applicants will be accepted on a first-come, first-served basis.

From: Carolyn C. Wenger
Lancaster Mennonite Historical Society
2215 Millstream Road
Lancaster, PA 17602
Phone 393-9745

NARS MODERN ARCHIVES INSTITUTE

The 1982 Modern Archives Institutes will be held on January 4-15 and June 7-18 at the National Archives Building in Washington, DC. The Institutes, described as an "Introduction to Modern Archives Administration," are designed to present theory, principles, and techniques of archives administration for modern documentary material of both public and private origin. They are offered in cooperation with the Library of Congress. Arrangements have been made with local colleges and universities for student registration for academic credit; details of these arrangements will be furnished upon request. The fee for the two-week course is $400 which includes texts and instructional materials. Transportation, room, and board are not included. For further information, or to enroll, write to the Modern Archives Institute (NAX), National Archives and Records Service, Washington, DC 20408.

CONSERVING AND PRESERVING LIBRARY MATERIALS

The 27th Annual Allerton Park Institute will be held November 15-18, 1981, at the Unviersity of Illinois, Urbana-Champaign. The theme of the Institute this year will be conserving and preserving library materials, recognized as one of the chief concerns in library administration and operations for the 1980's. Registration information can be obtained by writing the University of Illinois at Urbana-Champaign, Accounting Business Office, 247 Administration Building, 506 S. Wright Street, Urbana, IL 61801.

INTERNSHIPS IN PHOTOGRAPHIC COLLECTIONS & EXHIBITIONS

The Visual Studies Workshop Research Center in Rochester, NY, offers internships in photographic collections and exhibitions. The center maintains collections related to photography and other modes of visual communication, such as original prints, negatives, books, periodicals, slides, posters, and information files. Interns may use the resources of the collections for research or study of the basic techniques of photographic-collections management. For further information, contact Helen Brunner, Visual Studies Workshop, 31 Prince Street, Rochester, NY 14607.

PRESERVATION OF SOUND RECORDINGS

The first meeting of a new interest group, the Committee for the Preservation of Sound Recordings, will be held November 2, 1981, at 6:00 pm at the Waldorf Astoria, New York City. The meeting is being held in conjunction with the Audio Engineering Society meeting. It will include librarians, archivists, physicists, chemists, and industry representatives interested in the problem. Mary Hoos of the Columbia-Princeton Electronic Music Center is coordinating the meeting. For further information, contact her at 4317 Barrington Road, Baltimore, MD 21229 (phone: 301-242-0514).

● FUTURE MARAC MEETINGS ●

FALL 1981	New York, NY	October 23-24
SPRING 1982	Ocean City, MD	May 21-22
FALL 1982	Philadelphia, PA	October 29-30
SPRING 1983	Trenton/New Brunswick, NJ	tba
FALL 1983	Charleston, WV	tba
SPRING 1984	Rochester, NY	tba

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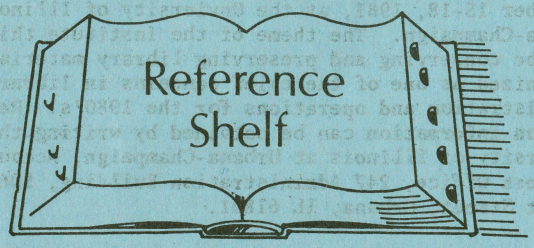

CATALOGING SYSTEMS FOR PRIMARY MATERIALS

Handouts with samples of four cataloging systems for primary materials, developed for the spring 1981 meeting of the Midwest Archives Conference, may be obtained from Sharon G. Uhler, Associate Archivist, University of Missouri-Kansas City Archives, General Library--203, Kansas City, MO 64110.

BRISC BOOK PUBLISHED

The Records of Baltimore's Private Organizations: A Guide to Archival Resources, the results of a two-year study conducted at the University of Baltimore with funding from the NHPRC, will been published by Garland Publishing, Inc. This publication, by John T. Guertler and Adele M. Newburger of the BRISC staff, contains descriptions of archival records of 820 of Baltimore's private organizations--businesses, churches, charities, and civic labor and professional organizations. For further information, write to the Baltimore Region Institutional Studies Center (BRISC), 1304 St. Paul Street, Baltimore, MD 21201.

AUTOMATED ACCESS TO ARCHIVES

Archives & Manuscripts: An Introduction to Automated Access, by H. Thomas Hickerson, is SAA's newest publication in the Basic Manual Series. Archival use of automation is expanding and the manual seeks to stimulate the development of effective policies and practices for the use of computers by the archival profession. Chapters focus on how computers work, computer operations and archival objectives, archivists and computers at work, and implementing automated techniques. Summaries of current systems, such as SPINDEX, SELGEM, and ARCHON, are also included. The 60-page manual sells for $5 to SAA members, $7 to others. Write to SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

REPORT ON BOOK PAPER

The Council on Library Resources, Inc., has issued its Interim Report on Book Paper, a product of its Committee on Production Guidelines for Book Longevity. The Committee was formed in 1979 and consists of experts on paper manufacturing, publishing, and library book preservation programs. Members have gathered information about book paper supply and use, concentrating specifically on promoting production and use of acid-free paper as the single most important element in assuring book permanence. Copies of the 13-page report are available from the Council on Library Resources, Inc., Suite 620, One Dupont Circle, NW, Washington, DC 20036, upon receipt of a request and a self-addressed mailing label.

RESOURCES IN NEW YORK STATE

The Center for Arts Information has recently published Wherewithal: A Guide to Resources for Museums and Historical Societies in New York State. The 96-page, softbound volume contains detailed descriptions of 145 nonprofit organizations and government agencies that offer funds, consultant services, technical assistance, legal services, circulating exhibitions, workshops, research facilities, and a host of other resources. Compiled by Tema Greenleaf Harnik, Wherewithal is fully indexed to assist the user in locating specific types of services. Among the 83 descriptors are ARCHIVAL MANAGEMENT, CONSERVATION, EXHIBITION DESIGN AND DEVELOPMENT, and HISTORIC PRESERVATION. The volume sells for $5.00, plus 75¢ for postage and handling,and may be ordered directly from the Center for Arts Information, 625 Broadway, New York, New York 10012.

INSTALLING TEMPORARY EXHIBITIONS

The Smithsonian Institution Traveling Exhibition Service (SITES) has published Good Show! A Practical Guide for Temporary Exhibitions. Written and illustrated as a practical and handy guide for the people behind the scenes of every exhibit installation, the 180-page illustrated book provides information on every aspect of temporary exhibitions. The fourteen chapters begin with "Advance Planning," "Preparation," and "Fabrication," and lead the reader through careful discussions of lighting, preparing titles and labels. A lengthy chapter on installation includes detailed guidelines for handling different types of objects for display, from paintings to rare books. Security and evaluation are addressed, and there is a special chapter on planning installations for handicapped access. Two heavily illustrated chapters cover tools and materials. The retail price of Good Show! is $17.50, plus $2 per order for postage and handling. Make checks payable to "Smithsonian Institution" and send to SITES, PO Box 1949, Washington, DC 20013.

MICROFILMING MANUSCRIPTS

The Library of Congress has issued Specifications for Microfilming Manuscripts, the latest in the series of specifications developed and written by the Photoduplication Service. Copies of this document can be purchased for $2 from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

GUIDE TO CHESNEY MEDICAL ARCHIVES

The Alan Mason Chesney Medical Archives of the Johns Hopkins Medical Institutions announces the publication of a guide to the Archives. With a two-year grant from the NHPRC, the historic records of the Hopkins medical institutions were arranged and described. The guide covers the records of those Hopkins institutions for which the Alan Mason Chesney Medical Archives is the official repository--the Johns Hopkins Hospital, School of Nursing, the Johns Hopkins University School of Medicine, School of Hygiene and Public Health, the Harriet Lane Home, and the Colored Orphans Asylum--from their founding dates through approximately 1950. The guide also details the nature of the photograph and personal papers collections in the archives. It is available upon request with a $1.00 charge for handling and postage by writing the Alan Mason Chesney Medical Archives, 35 Turner Auditorium, The Johns Hopkins University School of Medicine, 720 Rutland Avenue, Baltimore, MD 21205.

BIBLIOGRAPHY ON HISTORICAL ORGANIZATION PRACTICES

The American Association for State and Local History has issued A Bibliography on Historical Organization Practices: Administration, edited by Frederick L. Rath, Jr., and Merrilyn Rogers O'Connell. Sections include a "basic reference shelf," historical organizations, history and contemporary issues, governing boards, resources for administration (e.g., management books, audience surveys), personnel training and management, financial management, fund-raising, tax and insurance, buildings, printing and publishing, public relations, collections management and library-archive administration. The 228-page bibliography is the fifth in a series; it sells for $12.95.

BOOKBINDING HANDBOOK: A WORKING GUIDE

Bookbinding and Conservation by Hand, by Laura S. Young, will be published in September 1981 by R.R. Bowker Company. It is a step-by-step guide covering styles or type of handbinding and their use, the makeup of the book, equipping a shop, the use of a stamping press, and more. Appendixes show representations of supply sources, pH and PIRA test, paste recipes, metric conversion charts, egg glair, and leather dressing. A glossary of terms is also included. Ms. Young has taught at Columbia, Yale, and Pratt Institute, and is now owner and operator of a hand bookbinding and conservation studio. The guide will sell for $35.00.

CONSERVATION OF LIBRARY AND ARCHIVAL MATERIALS

The Nebraska Conservation Planning Committee has compiled a packet of various types of resource information on the conservation of library and archival materials The packet is available for loan from Karen L. Sampson, Assistant to the Director, University Library, University of Nebraska, Omaha, NE 68182.

CARE OF BLACK & WHITE PHOTOGRAPHS

The Canadian Conservation Institute has issued a technical leaflet entitled The Care of Black and White Photographic Collections: Cleaning and Stabilization, by Siegfried Rempel (CCI Technical Bulletin No. 9, December 1980). This is CCI's second bulletin dealing with the care of black and white photographs. It gives instructions on the handling and cleaning of photographic artifacts as well as the stabilization and preparation for their storage. Any person with photographic materials in their care will find much helpful information in this bulletin. It is available free of charge from the CCI, National Museums of Canada, 1030 Innes Road, Ottawa, Ontario, K1A 0M8.

PRESERVATION HANDBOOK

The Columbia University Libraries Preservation Handbook is now available for distribution. This manual is for use by librarians and technical staff for selection of binding styles and other treatment for unbound and deteriorated materials, completion of forms, and forwarding of materials for treatment. The scope of this second revised edition has been expanded to include preservation information other than physical treatments and handling. It is intended to be an in-house document, so many procedures and prices will only be applicable at Columbia University. Copies are $5 postpaid and can be ordered from Preservation Department, 110 Butler Library, Columbia University, NY, NY 10027.

ABBEY NEWSLETTER ADDRESS CHANGE

Anyone interested in subscribing to The Abbey Newsletter who has not yet sent in their check should note its address change. The editor, Ellen McCrady, has moved to 716 Gormley Drive, Rockville, MD 20850. The maa editors highly recommend The Abbey Newsletter as a comprehensive source of information on bookbinding and conservation issues. It is issued 6 times a year; subscriptions are $12.00 (going to $15.00 in 1982).

GENEALOGY AND LOCAL HISTORY BOOKS

Heritage Books, Inc., 3602 Maureen, Suite 123, Bowie, Maryland 20715 regularly lists genealogical and local history books. While much of the emphasis seems to be the Northeast there are other general works listed as well.

CONSERVATION BIBLIOGRAPHY

A Selective Bibliography on the Conservation of Research Library Materials, by Paul N. Banks, contains over 150 pages of sources that the compiler felt would be most useful to librarians and archivists concerned with conservation and to conservators of bibliothecal and archival materials. Entries are arranged by subject within such broad categories as "Protection and Care of Books and Manuscripts," "Materials, Structure and Technology of the Book," "Enemies of the Book," and "Physical Treatment of Books and Other Materials." Available from the Society of American Archivists for $8.50 members, $10.00 others. Write SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

BIBLIOGRAPHY ON BUSINESS ARCHIVES & RECORDS MANAGEMENT

A Select Bibliography on Business Archives and Records Management is an annotated listing of over 400 articles and books dealing with aspects of business archives. The bibliography was compiled by Karen M. Benedict, Nationwide Insurance Company, and publication was funded, in part, by a gift from Nationwide. The 144-page volume also contains author, title, and classified subject indexes. Available from the Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606. Price is $6.00 members, $9.00 others.

PEST CONTROL

Pest Control in Museums: A Status Report (1980) is available from Pest Control Book, ASC Office, Museum of Natural History, University of Kansas, Lawrence, KS 66045. Price is $15.

YALE ARCHIVES & RECORDS MANAGEMENT REPORT AVAILABLE

"Planning and Organizing a Joint Archives and Records Management Program," the final report of the Yale University records survey to the NHPRC, is available at cost to interested institutions and individuals. The report discusses the planning and implementation of the Yale records survey, survey findings, and the organization and design of a joint archives-records management program. The price, including postage and handling, is $3.00. Orders can be prepaid. Make checks payable to Yale University Library. Sent to John Dojka, Manuscripts and Archives, Yale University Library, Box 1603A Yale Station, New Haven, CT 06520.

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SPRING 1982 MEETING
OCEAN CITY, MARYLAND

Sunpower
ocean city
MARYLAND

With a backdrop of ocean waves, sandy beaches, and sea salt, MARAC will hold its 1982 Spring meeting in Ocean City, Maryland, on May 21-22 at the Sheraton-Fontainebleau Inn & Spa. The Program Committee, chaired by Barbara Hearn, and Local Arrangements Committee, chaired by Joanne A. Mattern and Patricia M. Vanorny, are planning sessions and activities directed toward the general and specialized interests of archivists and manuscript curators. One feature of the program will be an all-day beginners workshop on arrangement and description, which is being organized by the Education Committee. Regular sessions will cover a variety of topics -- reference service, records management, oral history, micrographics, pictorial and cartographic records, preservation, funding, and maritime history.

MARAC's 10TH BIRTHDAY

The Spring 1982 meeting will also provide an opportunity for MARAC to celebrath its tenth anniversary. Speakers at a plenary session and the Friday luncheon will highlight the past, present, and future of our thriving regional organization. We will look back on a decade of successes and look forward to another decade of accomplishments. Social activities to honor ourselves are being considered. The Steering Committee has appointed Don Harrison to the Local Arrangements Committee to coordinate the tenth birthday celebration. Anyone having suggestions should contact Don as soon as possible at Machine-Readable Archives Division (NNR), NARS, Washington, DC 20408 (phone: 202-724-1080).

Diane Rosenwasser
Secretary, MARAC
Lee Coombe Library
Memorial Sloan-Kettering
New York, NY 10021

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